Loading ExamView Questions for use in CPS

Mac

1. In Examview, open bank to create test or open a test

2. Go to File, Select Export

Export as CPS to desktop or easy to find location)

3. Go to CPS and select parent (in lessons) with which you wish test to be associated by clicking on it/highlighting it (The import will become a child, or appear under whatever you have highlighted. Think about organization!)

4. Select Import from Examview XML and browse to find the exported file.

5. Lesson is imported

6. Preview for formatting, change as needed

PC – Using Just CPS

1. In Examview, create, find, and save a test or bank with a name that you will recognize

2. Go to CPS

Prepare tab, Lessons and Assessments

Select location you want the lesson to "fall under" (a folder or just in the database)

3. Add File(s) and browse to find the file

4. Lesson is imported

5. Preview for formatting, change as needed.

PC- Using Interwrite Workspace

1. Open CPS after connecting receiver ONLY to detect receiver and set up classes if needed

2. Close CPS

3. Open workspace

4. Go to Toolbox- Open Examview File

Your questions go into workspace and a CPS toolbar appears

Click the CPS icon to bring up regular CPS toolbar, use the arrows in toolbar at bottom to move back or forward through questions

After closing full CPS toolbar all Interwrite tools can be used to interact with the

question/answers to discuss or reteach

When lesson is complete the reports still live in CPS